

## POSTING NOTICE

**COMPETITION #:** SC-043-2425

**POSTING DATE:** December 18, 2024

**CLOSING DATE:** January 10, 2024

**CLOSING TIME:** 12:00 PM

**POSTED:** EXTERNAL

**POSITION TITLE:** Coordinator, Saskatchewan Emergency Response Institute

**CLASSIFICATION:** Field

**SALARY:** Level 7, Non-Instructional Salary Grid

**LOCATION:** Melville, SK

**START DATE:** As soon as possible

**HOURS OF WORK:** 37.5 hours per week

**STATUS:** Permanent / Full-Time

**IMMEDIATE SUPERVISOR:** Vice President, Partnerships & Innovation

\*Start date may vary slightly.

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

This position is primarily responsible for the delivery, coordination, evaluation, and ongoing maintenance of emergency services training for the College. These programs may include brokered programs, cost recovery programs or programs developed to meet a specific industry need. This will include institute credit, industry credit, and non-credit courses and programs.

The Coordinator, Saskatchewan Emergency Response Institute (SERI) is integral to the business operations and promotion of emergency services programs. This position is responsible for the supervision of staff members associated with delivering emergency services programs. The Coordinator, Saskatchewan Emergency Response Institute (SERI) will work closely with the Saskatchewan Emergency Response Institute (SERI) Training Officer and the Saskatchewan Public Safety Agency (SPSA) and will represent the College on provincial, regional, and local committees, as required.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Program Planning, Promotion, and Coordination

- Participate in the planning process to assist in determining annual program plans.
- Identify and coordinate emergency services programming for delivery throughout the region and provincially.
- Respond to training needs identified; prepare training plans and quotes for clients and negotiate contracts and organize the delivery of specific training needs.
- Develop, balance, coordinate, and monitor program budgets and expenditures.
- Arrange facilities and required equipment for the operation of assigned courses and programs.
- Negotiate and obtain price quotes from suppliers/partners, order books and supplies, ship/receive, and maintain inventories.
- Participate in the recruitment and selection process for program staff as required.
- Provide effective supervision of staff reporting to this position, ensuring all staff receive ongoing orientation, evaluation, and support. Ensure that all staff supervised have developed work plans, professional development plans, and updated job assignments.

- Orientate, schedule, supervise, and evaluate performance of instructional staff; verify and authorize time sheets and expense forms.
  - Assist in the marketing plan for program promotion; ensure the Marketing department has proper information to prepare advertising; ensure all required information is distributed to College staff.
  - Provide programming information to students, training partners, and the general public.
  - Work with Saskatchewan Public Safety Agency in student recruitment and in the student selection process.
  - Coordinate provincial evaluation of National Fire Protection Association (NFPA) standards and certification process with oversight from SPSA
  - Consult with all College staff as needed, especially Corporate Training, Marketing, and Teaching & Learning departments.
  - Support and advocate to all staff and external partners for alternative delivery methods in education, primarily for distance education, both synchronous and asynchronous.
2. Monitor Program Delivery
- Ensure regular monitoring and evaluation of programs.
  - Provide effective support and guidance to instructional staff on Instructional Standards, strategies, and technology use.
  - Collect student documentation and reports from instructors where required; assist in preparing program reports; distribute reports and documentation internally and externally as required.
  - Address program issues as required, referring more complex issues to the supervisor.
  - Monitor program and course budget expenditures.
  - Maintain program and course records as required.
  - Ensure that College policy, procedures and the Collective Bargaining Agreement are followed where applicable.
  - Monitor student attendance and assist instructors in resolving conflicts and implementing the disciplinary process; refer complex situations to supervisor.
  - Address issues with clients and instructors as they arise and assist in resolving conflicts.
  - Participate in evaluating program effectiveness in meeting community/industry needs.
  - Provide timely oral and written reports to the management, funding agencies, and other partners as required.
  - Provide timely follow-up documents to administration (i.e. overdue accounts and arrears forms, exit forms, etc.).
  - Ensure all program delivery meets or exceeds the college expectations and NFPA standards.
3. Communications and Decision Making
- Communicate effectively with students, staff, students/clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public.
  - Refer specific training/educational requests to the appropriate college personnel.
  - Ensure database of contacts and clients is current and accurate.
  - Participate and represent the College in meetings and discussions with stakeholders such as co-workers, clients, agencies, business and industry, educational institutions, partners in program development and delivery, and aboriginal organizations.
  - Participate in the team decision making process; decisions will require creativity and some independent judgment. These decisions are made to resolve, adapt, develop solutions, and recommend changes and/or to introduce new procedures and practices.
  - Participate in the on-going communication with International/Provincial corporations and/or provincial organizations in the development of fire/emergency training that may affect provincial fire policies or procedures.
  - Maintain regular communication with provincial emergency services organizations (Saskatchewan Fire Chiefs Association/Saskatchewan Volunteer Firefighter Association) and city fire departments throughout the province.
  - Represent the college as an alternative or liaison on provincial organizations or sectoral associations.
4. Additional Duties
- This position will be required to travel on occasion; most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
  - Other duties as assigned.

## **QUALIFICATIONS:**

### 1. Education & Experience

- The minimum educational qualification for this position is a bachelor's degree in business (or relevant equivalent) from a recognized institution. This education would typically provide knowledge in program development, project

management, needs assessment, creative solutions techniques, budgeting, proposal writing, analytical and research skills.

- The minimum amount of practical, related, and recent experience required to perform the duties of this position is two years in a business environment with a sales focus. This experience will demonstrate the skills required to negotiate with partners, deal with sensitive situations, organizational and time management skills, and supervisory skills. Preference will be given to individuals with experience in the fire or emergency management sector.
- Demonstrated knowledge of sales and business processes.
- Demonstrated experience in risk taking and risk management.
- Demonstrated experience in managing multiple projects.
- Demonstrated experience in supervising staff and directing the workflow of staff.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities

- Demonstrated experience in managing multiple projects.
- Ability to prepare proposals and budgets and negotiate contracts.
- Demonstrated ability to analyze needs, resolve issues, and make recommendations.
- Strong analytical and problem-solving skills.
- Demonstrated public relations and public speaking skills.
- Strong demonstrated oral and written communications skills.
- Exceptional interpersonal skills and the ability to work in a team.
- Ability to work independently.
- Demonstrated experience working in a cross-cultural environment.
- Demonstrated commitment to student success and customer service.
- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and distance education technologies.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Ability to travel when required.

3. Other Requirements

- Valid Driver's license is required.
- Satisfactory Criminal Record Check Required